

Media Studies

OCR GCSE 1918

Coursework Assessment Form

Centre Number		Centre Name	
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Candidate Number		Candidate Name	
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Examination Option (Tick Box)

	Paper 1	Unseen Moving Image	
OR	Paper 2	Unseen Print	
	Paper 3	Cross-Media Topic: News	
OR	Paper 3	Cross-Media Topic: Advertising	

Assignment 1: Media Languages and Categories Title:	Mark	/38	
	Written Communication	/2	
	Total	/40	

Assignment 2: Media Messages and Values Title:	Mark	/38	
	Written Communication	/2	
	Total	/40	

Assignment 3: Media Producers and Audiences Title:	Construction	/20	
	Planning and Evaluative Commentary	/20	
	Total	/40	

Summative Teacher Comment:	Total	/120	

Please see page 51 of the GCSE Media Studies specification for instructions on how to award marks for written communication.

INSTRUCTIONS FOR COMPLETION OF COURSEWORK ASSESSMENT FORM AND INDIVIDUAL TASK ASSESSMENT FORMS

Compulsory Recording Materials

Coursework Assessment Form: One of these forms should be completed for each candidate in the sample sent to the Moderator. The form records the examination options for the candidate together with marks awarded by the Centre for each of the three assignments in the candidate's media portfolio.

Individual Task Assessment Form: There is one *Individual Task Assessment Form* for each assignment in the candidate's media portfolio. Thus, three *Individual Task Assessment Forms* should be completed for each candidate and secured to the front of the appropriate assignment. *The Individual Task Assessment Form* records the details of the task/brief undertaken by the candidate and the teacher's comments and the marks awarded to each piece of work.

Internal Standardisation

Where more than one teacher in the Centre has marked the coursework, the Centre must standardise the marking in order to ensure that the candidates who have demonstrated the same level of attainment receive the same mark and that the rank order of the coursework marks for the Centre as a whole is appropriate.

Internal Assessment Mark Sheet (MS1)

The total marks awarded to each candidate for the media portfolio must be transferred to the computer printed *Internal Assessment Mark Sheet (MS1)* which will be sent to Centres by OCR. Care must be taken to ensure that all mark calculations and transfers are correct. OCR cannot accept responsibility for the submission of incorrect total marks on form MS1.

Once complete, the Board Copy of the MS1 should be despatched to OCR by 15th May.

The Moderator Copy should be despatched to the Moderator using the Moderator's address label supplied by OCR by 15th May. The completed CCS160 **must** accompany the MS1 when it is sent to the moderator.

The Centre Copy should be retained by the Centre.

Samples of Work

If the Centre has entered ten or fewer candidates for a coursework component, the coursework for **all** candidates should be sent to the Moderator (along with the Moderator Copy of the MS1 and CCS160 form) by 15th May. Each candidate's portfolio should have a *Coursework Assessment Form* attached to the front and *Individual Task Assessment Forms* attached to each piece of work which makes up the candidate's portfolio.

Where there are more than ten candidates entered for a coursework component, the Centre should despatch the Moderator's copy of the MS1 and CCS160 form to the Moderator, but should retain all coursework within the Centre. The Moderator will contact the Centre in order to request a sample of work. Centres should respond promptly to requests for work from the Moderator and ensure that the appropriate *Coursework Assessment Form* and *Individual Task Assessment Forms* are attached to any work which is sent to the Moderator.

Samples of work should be packed securely to ensure safe delivery. Bulky covers should be removed as they will increase significantly the cost of postage.

Centres are advised to obtain a *Certificate of Posting* for samples sent to the Moderator.

Should the Moderator request further samples of work, Centres should respond with the minimum of delay.

Please ensure that you comply with the requirements for the presentation of coursework for moderation as outlined on page 46 of the specification.

In addition, please ensure that it is clear to the Moderator how the marks have been awarded for each assignment in relation to the marking criteria defined in the specification.

Centres are advised to make copies of any coursework submitted to the Moderator as part of the sample, since some material may be retained by OCR.

Teachers are recommended to retain coursework in the Centre until after the results have been issued.

A report on the outcome of the external moderation process will be sent to Centres at the time that the results are issued.

General Coursework Regulations and Procedures

General coursework regulations and procedures including those concerning lost or incomplete coursework, are detailed in the *OCR Administrative Guide and Entry Procedures Folder 2008*.

Coursework Assessment Form

Instructions for Completion

1. One *Coursework Assessment Form* should be completed for each candidate in the sample sent to the Moderator.
2. Complete the four boxes at the top of the form with the Centre name, Centre number, candidate name and candidate number.
3. Tick the appropriate boxes in the Examinations Options grid to indicate which options the candidate has chosen for the examinations in the current assessment session.
4. Insert details of the tasks set for Assignments 1 and 2 in the appropriate boxes on the form together with the marks which you have awarded for each assignment out of 38 (for Assessment Objective 1 – Assignment 1) and (for Assessment Objective 2 – Assignment 2) and out of 2 for each assignment (for Assessment Objective 7). Record the total marks awarded for each assignment out of 40 in the appropriate boxes on the right hand side of the form.
5. Insert the number and title of the production brief chosen for Assignment 3 in the appropriate box on the form (see pages 39 and 40 of the specification for numbers and titles of the set briefs). Record the marks which you have awarded for construction (out of 20) and for planning and evaluation (out of 20) in the appropriate boxes on the right hand side of the form. Record the total mark out of 40 for Assignment 3 in the relevant box.
6. In the *Summative Teacher Comment* box, record the overall teacher comments and the overall marks (out of 120) for the candidate's media portfolio.

Individual Task Assessment Forms

Instructions for Completion

1. Three *Individual Task Assessment Forms* should be completed for each candidate and attached to the appropriate assignment in the candidate's media portfolio.
2. Complete the four boxes at the top of the form with the Centre name, Centre number, candidate name and candidate number.
3. Tick the appropriate boxes in the Examinations Options grid to indicate which options the candidate has chosen for the examinations in the current assessment session.
4. Insert details of the task undertaken for the Assignment in the appropriate box on the form.
5. In the *Teacher Comment* box, record the teacher comments on the assignment together with the marks awarded for each element of the assignment in the appropriate boxes. Add the marks for each element together and record the total mark for the assignment in the *Total* box. In the *Level* box, you should record the level into which the marks for the assignment fall (refer to pages 48 to 68 of the specification).

Coursework Enquiries

Coursework enquiries for Media Studies should be sent to OCR at the following address:

Administrative Officer for Art, Media, Life And Work Team

OCR
Progress House
Westwood Way
COVENTRY
CV4 8JQ

Correspondence should be marked 'Coursework Enquiry 1918'.